

S-E-C-R-E-T

CODIB-EP-M-2  
18 May 1961

UNITED STATES INTELLIGENCE BOARD

COMMITTEE ON DOCUMENTATION

Working Group on Emergency Planning

Minutes of Second Meeting, 17 May 1961

MEMBERS PRESENT:

AIR - Maj. Ralph M. Childs  
ARMY - Mrs. Beatrice Lofink  
FBI - William M. Mooney  
NAVY - Lt. Cmdr. William Patterson  
STATE - Louis J. Gonzales  
CIA - [REDACTED] Chairman

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1. Terms of Reference. It was agreed that the paper on CODIB Emergency Planning (CODIB-D-76, 1 February 1961) and its attachment provide a satisfactory basis for tackling the general problem of emergency planning as it applies to this Working Group. The six action categories listed in that paper are considered to be of equal priority and will not necessarily be taken up in the order listed.

25X8

3. CIA Action. The Chairman summarized steps taken by CIA to assure availability of background materials in an emergency. He distributed copies of the mission of the CIA Vital Materials Repository and lists of intelligence serials filed [REDACTED]. He mentioned the interdivisional training of reference personnel on call for emergency duty. He also described the program for multiple deposits of selected titles on Acticards and distributed sample Acticards to members requesting them.

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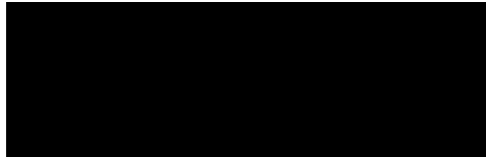
S-E-C-R-E-T

- 2 -

4. Committee Action. It was agreed that the first order of business should be a closer acquaintance with the programs already under way. Each member will brief himself on his agency's program and report to the next meeting. Longer term projects will include the systematic sharing of lists of materials deposited and consideration of assignment of liaison officers among relocation sites.

5. Next Meeting. The Chairman will call members about the middle of July to set the date for the next meeting.

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Chairman

Attachment:

CODIS Working Group  
on Emergency Planning,  
List of Members

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C-O-N-F-I-D-E-N-T-I-A-L

CODIB WORKING GROUP ON EMERGENCY PLANNING

LIST OF MEMBERS

AIR	- Maj. Ralph M. Childs	11-52563
	AFCIN 3D	
	Rm. 4B137	
	Pentagon	
ARMY	- Mrs. Beatrice Lofink	11-77809
	Management Branch	
	Administrative Division ACSI	
	Rm. 2B540	
	Pentagon	
FBI	- William M. Mooney	175-2383
	Rm. 7635	
	Department of Justice	
NAVY	- Lt. Cmdr. William Patterson	11-75549
	923M	
	5B659	
	Pentagon	
STATE	- Louis J. Gonzales	182-3972
	INR/Communications	
	7818D NS/E	
	Department of State	
25X1A	CIA - [REDACTED]	
	Rm. 1415	
	M Bldg.	

17 May 1961

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